

RD AN No. 3569 (1940-G)  
September 19, 2000

**TO:** Rural Development State Directors,  
Rural Development Managers, and  
Community Development Managers

**ATTN:** Program Directors and State Environmental Coordinators

**FROM:** James C. Kearney      *(Signed by James C. Kearney)*  
Administrator  
Rural Housing Service

Newly revised: Standard Practice for  
Environmental Site Assessments: Transaction Screen  
Questionnaire (ASTM E-1528-00)

**PURPOSE/INTENDED OUTCOME:**

The purpose of this Administrative Notice is to:

- (1) Transmit the newly revised “Standard Practice for Environmental Site Assessments: Transaction Screen Questionnaire” (ASTM E-1528-00) and the Transaction Screen Questionnaire (TSQ) form; and
- (2) Provide clarification and guidance on the use of the Standard Practice and form.

**COMPARISON WITH PREVIOUS AN:**

There is no previous AN on this subject.

**IMPLEMENTATION RESPONSIBILITIES:**

“Due diligence” is the term used to describe the process of inquiring into the environmental condition of real estate, in the context of a real estate transaction, to determine the potential for contamination from release of hazardous substances, hazardous wastes, and petroleum products; and further, to determine what impact such contamination may have on the regulatory status and the security value of the property.

EXPIRATION DATE: September 30, 2001      FILING INSTRUCTIONS:  
PRECEDING RD Instruction 1940-G

For Single Family Housing programs administered under RD HB-1-3550, the acceptable evidence of due diligence is the most current version of the American Society for Testing and Materials (ASTM) "Standard Practice for Environmental Site Assessments: Transaction Screen Questionnaire." This Standard Practice, which is essentially a set of instructions, has been recently updated by ASTM, resulting in slight changes to the TSQ form. The new designation number is ASTM E-1528-00.

Both the Standard Practice and the TSQ form (which is extracted from the Standard Practice) are copyrighted by ASTM. Rural Development has paid ASTM a fee for the right to copy and redistribute these documents for Agency use only. Under no circumstances, does the Agency have permission to supply its clients or non-Agency personnel with these documents. State Environmental Coordinators and Program Managers should take note that this copy and redistribution right extends to all Rural Development programs, therefore, the form may be used under any Rural Development program, should the need arise. Copies of the new Standard Practice and the form are attached. Older versions should be disposed of.

Agency employees should not attempt to complete the new TSQ form without first reading the Standard Practice. Questions should be referred to your State Environmental Coordinator or you may contact Sue Wieferich, (202) 720-9647, or Brian LaFlamme, (202) 720-9656, Program Support Staff, Rural Housing Service.

Attachments

**(Attachment not available on Internet)**